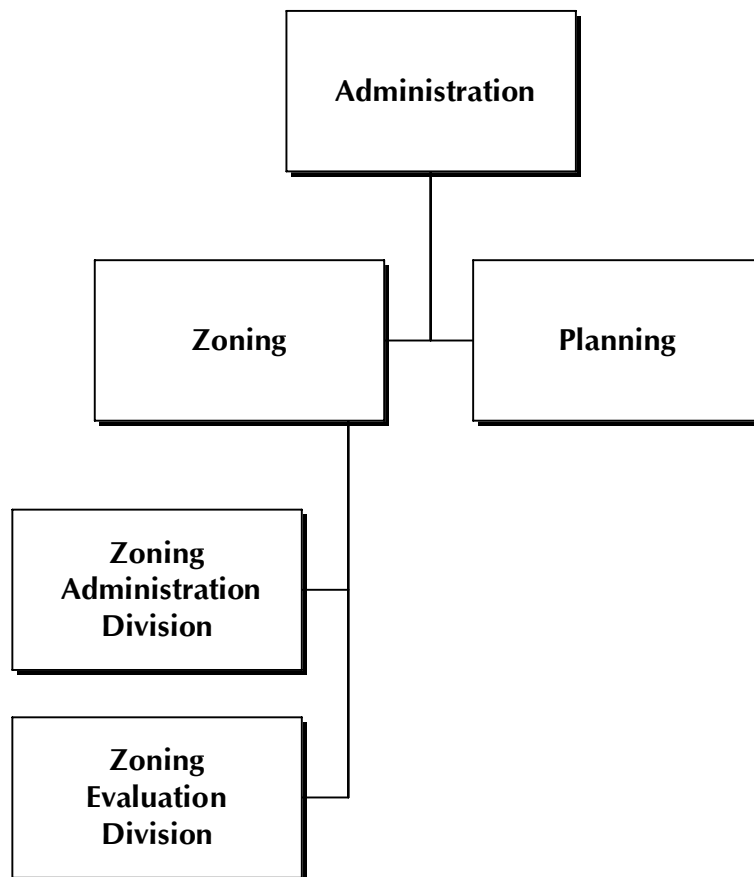


# Department of Planning and Zoning



## Mission

To provide proposals, advice and assistance to those who make decisions to enhance the County's natural and man-made environments for present and future generations.

## Focus

The Department of Planning and Zoning (DPZ) is comprised of three primary divisions, as well as the Administration Section, which handles the daily responsibilities for human resources, payroll, purchasing, budgeting and information technology. The primary purpose of the Department is to provide proposals, advice and assistance on land use, development review and zoning issues to those who make decisions on such issues in Fairfax County.

The Zoning Evaluation Division (ZED) is charged with processing all zoning applications submitted to the County, and formulating recommendations for the approving bodies. All land use development proposals and applications are subject to approval by either the Board of Supervisors, following a recommendation by the Planning Commission or the Board of Zoning Appeals. In addition, ZED responds to requests for proffer and development condition interpretations, requests from citizens and community groups concerning zoning, and to requests for litigation support from the County Attorney. ZED also maintains the Zoning Applications Process System (ZAPS) component of the County's Land Development System (LDS) database, which provides zoning-related information to the public, as well as internal County users.

The primary purpose and function of the Zoning Administration Division (ZAD) is to enforce, maintain and administer the provisions of the Fairfax County Zoning and Noise Ordinances. This is accomplished through, but not limited to, the following activities: investigating and processing alleged violations of the Ordinances, including litigation when appropriate; analysis and drafting of requested amendments to the Zoning Ordinance; providing interpretations of the Zoning Ordinance; responding to appeals of various Zoning Ordinance determinations; and processing permit applications such as Building Permits, Non-Residential Use Permits and Home Occupation Permits.

# Department of Planning and Zoning

The Planning Division maintains the County's Comprehensive Plan and processes all suggested and required amendments to the Plan text and map; evaluates land use and development proposals for conformity with the Comprehensive Plan and measures related environmental, development and public facility impacts; prepares various planning and policy studies which explore development, land use, environmental and public facility issues, and offers recommendations for future direction; and coordinates the production of the County's Capital Improvement Program by analyzing all agency project submissions and defining project scheduling and financing requirements.

Among the significant challenges that the Department has identified and will be responding to over the coming years, are:

- ◆ The County provides services to a dynamic community. The aging of the County, both physically and demographically, must be addressed in planning for the future. There is an increasing need for revitalization efforts, for neighborhood involvement in maintaining the community, and for services and housing needs related to the aging population.
- ◆ The County is confronted with a dwindling supply of vacant residential land and with the need to make basic policy decisions concerning how and where additional growth can be accommodated, where redevelopment should occur in a fashion that ensures land use compatibility; and how the necessary infrastructure, public facilities and services will be provided to support that growth.
- ◆ The County recognizes the importance of reducing reliance on the automobile through the creation of mixed use centers. It is important that the Department continue to focus its planning and zoning activities in a manner that ensures that the County will grow gracefully, will manage growth in a way that is attractive and effective, will respect the environment and the integrity of existing development, and will provide for the future needs of the population.
- ◆ The County will continue to experience an increased multicultural diversification of the population. This will require new strategies to ensure that all citizens in Fairfax County have their quality of life needs considered and that they are able to participate in planning and zoning activities.
- ◆ The County embraces technological advances, such as the Internet, which enable responses that are tailored to the needs of residents in a climate of increasing expectations for service delivery and efficient use of staff resources.
- ◆ The Department of Planning and Zoning believes in the future and in its ability to make a positive difference. The Department is preparing itself to adapt to a rapidly changing environment that supports and meets the needs of Fairfax County's present and future residents.

## THINKING STRATEGICALLY



Strategic issues for the Department include:

- Encourage public participation in resolution of planning and zoning issues and applications;
- Identify environmental resources and potential impacts in order to protect these resources;
- Identify planning and zoning issues and gather technical information and offer expert recommendations on these issues;
- Ensure compatibility of land uses through consistent interpretation of the Zoning Ordinance and Comprehensive Plan; and
- Participate in regional planning efforts with bodies such as the Metropolitan Washington Council of Governments and Northern Virginia Regional Planning Commission.










## Department of Planning and Zoning

- ◆ The Department of Planning and Zoning will continue to meet staffing challenges presented by changes in the Zoning Ordinance affecting variances and special permits, provisions of the affordable housing initiative, protection of historic and environmental resources, the Dulles Rail Initiative, Tyson's Corner Urban Center Study, effectively planning for development in transit station areas, community business and suburban centers, and the transformation of the former District of Columbia Correctional facilities at Lorton, and a host of other challenges which now exist or will occur in the coming year by dedicating staff to address planning requirements for each project.



### New Initiatives and Recent Accomplishments in Support of the Fairfax County Vision

 <b>Maintaining Safe and Caring Communities</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
Implemented a new permit application component of the Fairfax Inspection Database Online (FIDO) system, which is scheduled to come online in February 2006. This system will facilitate coordination between reviewing agencies and improve the efficiency and adequacy of permit issuance.	<input checked="" type="checkbox"/>	
Initiate and implement a new enforcement study program for sign violations in the right-of-way in response to the Board's endorsement of the Sign Task Force recommendation, in order to assess the feasibility of implementing a permanent enforcement program.		<input checked="" type="checkbox"/>
 <b>Building Livable Spaces</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
Initiated the South County Area Plan Review (APR) process, resulting in the review of nominations and amendments to the Comprehensive Plan.	<input checked="" type="checkbox"/>	
Support major special studies and related task force efforts concerning the Tyson's Corner Urban Center, and the Hunter Mill Road area.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
In FY 2005 ZAD processed a major Zoning Ordinance amendment regarding Metro rail and is currently working on substantial revisions to the residential parking requirements, the PDH District, and to residential building extensions (variance amendment).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Department of Planning and Zoning

 <b>Connecting People and Places</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
<p>In order to enhance the customer experience and to encourage and facilitate public involvement in the planning process, DPZ has conducted an agency-wide effort to make as many resources available on the Department's Web site as possible. Citizens can now access the following documents and resources online: submission requirements and procedures for Proffer Interpretations; plan amendment and 2232 review staff reports; information about the North and South County Area Plan Reviews; current task force activities; Home Occupation Permit applications; public hearing schedules of proposed Zoning Ordinance (ZO) amendments; Web pages for major pending ZO amendments; and a new ListServ service which electronically notifies subscribers of the status of proposed and recently adopted ZO amendments. In addition, to further promote the use of online information, DPZ now includes the Web site addresses of pertinent online documents in legal ads and on documents posted on notice boards, and has provided a public computer terminal in the main reception area.</p>		
<p>Using the Geographic Information System (GIS), created a digital version of the Comprehensive Land Use map and reprinted an updated Comprehensive Plan map in FY 2006.</p>		
<p>Supported the Dulles Rail Initiative and efforts by property owners to create a tax district to support the extension of Metrorail service.</p>		
 <b>Maintaining Healthy Economies</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
<p>Processed rezonings and proffered condition amendments that resulted in approval of over 2,000 new housing units and over 2,000,000 square feet of new retail/office space.</p>		
<p>In FY 2005, 28,991 permits (excluding sign permits) were processed in a timely manner with an extremely high level of accuracy, enabling citizens and businesses to meet their needs and optimize their opportunities.</p>		
 <b>Practicing Environmental Stewardship</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
<p>Developed a Chesapeake Bay Supplement to the Comprehensive Plan and set forth a strategy for its implementation in response to the Chesapeake Bay Preservation Act.</p>		

## Department of Planning and Zoning

 <b>Creating a Culture of Engagement</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
Continue to provide support to the Strengthening Neighborhoods and Building Community (SNBC) Program and the Neighborhood Volunteer Inspection Programs established in two communities in which Zoning Administration and Health Department staff work with the neighborhoods to foster community involvement in the upkeep of their neighborhoods.	✓	✓
The "Neighborhood Concerns & County Services" brochure, originally available in both English and Spanish to inform citizens which agencies handle various complaints, is being revised to include versions in Korean, Vietnamese and Farsi, and is anticipated to be available in October 2005.	✓	✓
 <b>Exercising Corporate Stewardship</b>	<b>Recent Success</b>	<b>FY 2007 Initiative</b>
Participated in a joint Planning Commission/School Board Committee to develop guidelines for proffer commitments to schools.	✓	
Negotiated cash proffers of almost \$3 million for public improvements (transportation, schools, parks, affordable housing, fire and police), excluding formula-based contributions to area road funds and to the Housing Trust Fund of almost \$5 million. Also, negotiated in-kind contributions, dedications and construction that included dedication of open space, construction of athletic fields, and stream restoration	✓	

### Budget and Staff Resources

Agency Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	133/ 133	136/ 136	138/ 138	143/ 143	143/ 143
Expenditures:					
Personnel Services	\$7,667,828	\$8,644,633	\$8,689,633	\$9,427,106	\$9,457,106
Operating Expenses	844,318	994,365	1,328,347	1,056,682	1,056,682
Capital Equipment	5,788	0	8,898	0	0
<b>Total Expenditures</b>	<b>\$8,517,934</b>	<b>\$9,638,998</b>	<b>\$10,026,878</b>	<b>\$10,483,788</b>	<b>\$10,513,788</b>
Income:					
Zoning/Miscellaneous Fees	\$955,219	\$1,830,450	\$1,430,941	\$1,437,194	\$1,437,194
Comprehensive Plan Sales	5,477	5,900	5,900	5,900	5,900
Copy Machine Revenue	15,191	11,866	11,866	11,866	11,866
<b>Total Income</b>	<b>\$975,887</b>	<b>\$1,848,216</b>	<b>\$1,448,707</b>	<b>\$1,454,960</b>	<b>\$1,454,960</b>
<b>Net Cost to the County</b>	<b>\$7,542,047</b>	<b>\$7,790,782</b>	<b>\$8,578,171</b>	<b>\$9,028,828</b>	<b>\$9,058,828</b>

# Department of Planning and Zoning

## FY 2007 Funding Adjustments

*The following funding adjustments from the FY 2006 Revised Budget Plan are necessary to support the FY 2007 program:*

- ◆ **Employee Compensation** **\$396,743**  
An increase of \$396,743 is associated with salary adjustments necessary to support the County's compensation program.
- ◆ **New Positions for the Combined Community Inspector Program** **\$425,230**  
An increase of \$385,730 in Personnel Services and \$39,500 in Operating Expenses is associated with 5/5.0 SYE additional positions and two Exempt Limited-Term positions necessary to support the Combined Community Inspector Program. Zoning and health-related complaints have risen markedly over the past few years and are unlikely to abate, given the continuing trends in aging housing stock, population growth in the County and rising housing costs. While the number of complaints received has risen significantly, the number of inspectors assigned to respond to the increased number of complaints has remained flat. The Combined Community Inspector Program will create a group of cross-trained inspectors to be designated as Combined Community Inspectors (CCI). The CCIs will receive the appropriate classroom and field training to recognize, report and resolve property maintenance complaints. These positions will engage in formal and regular dialogue with the Department of Health and the Department of Housing and Community Development. In addition, it should be noted that the FY 2007 net cost to fund the addition of these positions is \$511,653. The net cost includes \$86,423 in fringe benefits funding, which is included in Agency 89, Employee Benefits. For further information on fringe benefits, please refer to the Agency 89, Employee Benefits, narrative in the Nondepartmental program area section of Volume 1.
- ◆ **Various Operating Expenses** **(\$203,778)**  
A net decrease of \$203,778 is due to the carryover of one-time Operating Expenses of \$226,595 associated with the FY 2005 Carryover Review, partially offset by an increase of \$22,817 due to intergovernmental charges. Of this total, an increase of \$8,539 for Information Technology charges is based on the agency's historic usage, and an increase of \$14,278 is for the Department of Vehicle Services charges based on anticipated charges for fuel, vehicle replacement, and maintenance costs.

## Board of Supervisors' Adjustments

*The following funding adjustments reflect all changes to the FY 2007 Advertised Budget Plan, as approved by the Board of Supervisors on May 1, 2006:*

- ◆ **Historic Preservation** **\$30,000**  
The Board of Supervisors included an additional \$30,000 to support historic preservation efforts within the County. Specifically this funding will support a limited term position previously funded by the History Commission. The position will continue to focus on the County's inventory of historic records and documents and be dedicated to the ongoing workload of photographing records, organizing files, searching titles and completing GIS maps for the vast historic inventory accumulated by the County to ensure its preservation.

# Department of Planning and Zoning

## **Changes to FY 2006 Adopted Budget Plan**

*The following funding adjustments reflect all approved changes in the FY 2006 Revised Budget Plan since passage of the FY 2006 Adopted Budget Plan. Included are all adjustments made as part of the FY 2005 Carryover Review and all other approved changes through December 31, 2005:*

- ◆ **Carryover Adjustments** **\$235,493**  
An increase of \$235,493 is due to the carryover of one-time expenses as part of the FY 2005 Carryover Review, including \$226,595 in Operating Expenses and \$8,898 in Capital Equipment.
  
- ◆ **Other Personnel-Related Actions** **\$0**  
In FY 2006, the County Executive approved the redirection of 2/2.0 SYE positions in order to address the Affordable Housing Committees recommendations and workload concerns associated with the Zoning Administration Division (ZAD). The first position, a Planner III, is dedicated to work on the affordable housing preservation program. This position will provide coordination and work on amendments to the Comprehensive Plan, Affordable Dwelling Unit (ADU) Ordinance and the Zoning Ordinance as needed to increase the number of ADUs throughout the County. The position will provide staff support to the Affordable Housing Committee and will be responsible for new initiatives with respect to planning and zoning initiatives to encourage the production of additional affordable housing. The second position, a Deputy Director of the Zoning Administration Division, will assume responsibility for two of the five branches in ZAD and allow the Zoning Administrator to dedicate their time to the Zoning Ordinance.

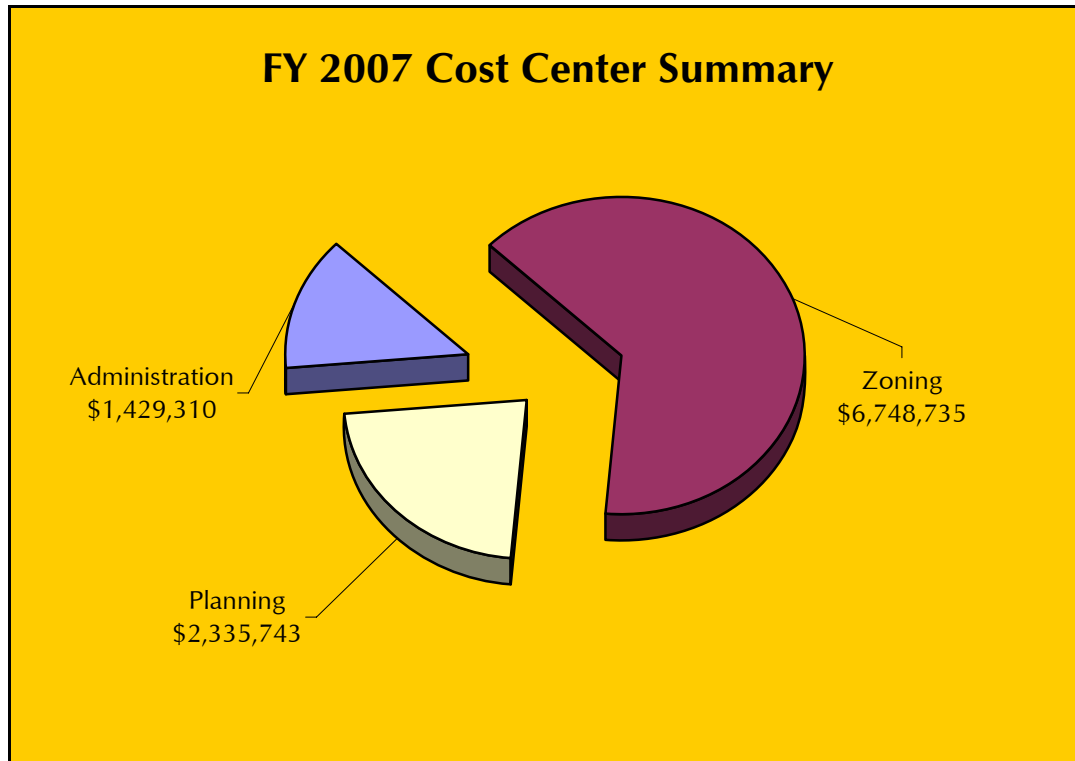
*The following funding adjustments reflect all approved changes to the FY 2006 Revised Budget Plan from January 1, 2006 through April 24, 2006. Included are all adjustments made as part of the FY 2006 Third Quarter Review:*

- ◆ **Third Quarter Adjustments** **\$152,387**  
At the FY 2006 Third Quarter Review, the Board of Supervisors approved an increase of \$152,387. This funding includes an amount of \$100,000 to support a study of the Greater Springfield area, which requires considerable analysis with respect to transportation, land use and development, and design to ensure the appropriate plans are developed to accommodate the additional development projected for this area. This study will examine connectivity (roadways, trails, paths and overpasses) and other transportation aspects of the area. Urban design services will also be an integral part of the analysis of the greater Springfield area as it transforms into an urban center. This project will involve the staff of DPZ, the Department of Housing and Community Development, and the Department of Transportation. An additional \$45,000 was also included to support the replacement of the County's multi-agency Urban Development Information System (UDIS). UDIS serves as a planning tool for County officials, agencies, and the general public by producing meaningful reports from regularly collected population, land use, and construction activity data. UDIS allows for long and short-term population and housing forecasts. Due to current staff workloads and the time sensitive nature of the UDIS replacement project, two exempt limited term positions are necessary to provide support for the review and update of data related to land use and the Comprehensive Plan. Additionally, an amount of \$7,387 was also included to support the payment of legal fees for the Board of Zoning Appeals as a result of recent court decisions.

# Department of Planning and Zoning

## Cost Centers

The three cost centers in the Department of Planning and Zoning are Administration, Zoning and Planning. These distinct program areas work to fulfill the mission and carry out the key initiatives of the Department of Planning and Zoning.



## Administration

Funding Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	12/ 12	13/ 13	13/ 13	13/ 13	13/ 13
<b>Total Expenditures</b>	<b>\$1,115,953</b>	<b>\$1,374,769</b>	<b>\$1,505,351</b>	<b>\$1,399,310</b>	<b>\$1,429,310</b>

Position Summary	
1 Director of Planning and Zoning	1 Planner III
1 Management Analyst IV	1 Network/Telecom. Analyst II
1 Business Analyst IV	1 Internet/Intranet Architect I
1 Accountant I	1 Data Analyst II
1 Accountant II	1 Geog. Info. Spatial Analyst II
1 Administrative Assistant IV	1 Programmer Analyst III
1 Project Coordinator	
<b>TOTAL POSITIONS</b>	
<b>13 Positions / 13.0 Staff Years</b>	



# Department of Planning and Zoning

## Key Performance Measures

### Goal

To manage the Department of Planning and Zoning's resources in the most efficient and effective manner in order to achieve the agency's objectives. The Department of Planning and Zoning is reviewing the performance measures for the Administration Cost Center and expects to revise performance measures.

Zoning 

Funding Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	89/ 89	91/ 91	93/ 93	98/ 98	98/ 98
<b>Total Expenditures</b>	<b>\$5,349,276</b>	<b>\$6,023,176</b>	<b>\$6,033,474</b>	<b>\$6,748,735</b>	<b>\$6,748,735</b>

Position Summary	
<b><u>Zoning Administration</u></b>	<b><u>Zoning Evaluation</u></b>
1 Zoning Administrator	1 Planning Division Chief
1 Deputy Zoning Administrator	5 Planners IV
5 Planners IV	9 Planners III
7 Planners III	8 Planners II
4 Planners II	1 Planner I
3 Supervising Field Inspectors (1)	1 Program Analyst II
1 Administrative Assistant IV	2 Planning Technicians II
1 Chief Zoning Inspector	2 Planning Technicians I
21 Senior Zoning Inspectors (4)	2 Administrative Assistants V
6 Administrative Assistants II	2 Administrative Assistants IV
6 Engineering Technicians I	3 Administrative Assistants III
2 Planning Technicians III	3 Administrative Assistants II
1 Planning Technician II	
<b>TOTAL POSITIONS</b>	
<b>98 Positions (5) / 98.0 Staff Years (5.0)</b>	<b>( ) Denotes New Position</b>

## Key Performance Measures

### Goal

To administer, maintain and enforce the Zoning Ordinance and related regulations, and to process development proposals and applications to ensure that property is developed and used in accordance with the Zoning Ordinance and the Comprehensive Plan to promote the health, safety and welfare of the citizens of Fairfax County.

### Objectives

- ◆ To achieve a 90 percent rate of written responses to inquiries within 30 working days.
- ◆ To schedule 90 percent of accepted rezoning (RZ) applications for public hearing before the Planning Commission within five months, except when the applicant and Fairfax County agree to a longer time frame.
- ◆ To schedule 90 percent of accepted special exception (SE) applications for public hearing before the Planning Commission within four months, except when the applicant and Fairfax County agree to a longer time frame.

## Department of Planning and Zoning

- ◆ To process 90 percent of Zoning Compliance letters within 30 calendar days.
- ◆ To process 98 percent of all permits within established time frames (does not include sign permits).
- ◆ To resolve 80 percent of all zoning/noise complaint cases within 60 calendar days.
- ◆ To review 85 percent of all zoning applications received for submission compliance within 5 working days.
- ◆ To review 100 percent of all zoning applications located within Commercial Revitalization Districts (CRDs) for submission compliance within 3 working days.
- ◆ To process 60 percent of the Zoning Ordinance amendments on the adopted Priority One Work Program (12 to 18 month program).

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
<b>Output:</b>					
Written responses to inquiries	462	490	500 / 518	500	500
RZ applications to be scheduled (1)	182	190	185 / 159	188	185
SE applications to be scheduled (2)	86	70	86 / 67	70	70
Zoning compliance letter requests processed	265	473	420 / 529	500	500
Permits (excluding sign permits) processed	33,410	27,963	28,250 / 28,991	28,250	28,500
Zoning/noise complaints resolved	2,477	2,847	2,900 / 3,325	3,300	3,300
Applications reviewed for submission compliance (all types)	648	640	630 / 517	600	600
CRD applications to be scheduled	10	16	16 / 21	20	20
Zoning Ordinance Amendments processed (3)	15	13	15 / 10	10	10
<b>Efficiency:</b>					
Staff hours per written response	9	7	8 / 7	7	7
Staff hours per zoning compliance letter	5	8	8 / 8	8	8
Staff hours per permit request (excluding sign permits)	0.37	0.40	0.40 / 0.37	0.40	0.40
Staff hours per zoning/ noise complaint filed	9.76	10.03	10.00 / 8.40	9.00	9.00
Staff hours per application submission amendment processed	5	5	5 / 5	5	5
Total staff hours spent on Zoning Ordinance Amendments	7,562	8,122	8,100 / 7,878	8,000	8,000

# Department of Planning and Zoning

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
<b>Outcome:</b>					
Percent of written responses within 30 working days	64%	74%	90% / 78%	90%	90%
Percent of RZ applications scheduled within 5 months	96%	85%	90% / 88%	90%	90%
Percent of SE applications scheduled within 4 months	80%	85%	90% / 81%	90%	90%
Percent of zoning compliance letters processed within 30 calendar days (4)	96%	44%	60% / 52%	60%	90%
Percent of permits (excluding sign permits) processed in time	98%	98%	98% / 98%	98%	98%
Percent of complaints resolved within 60 calendar days (5)	68%	78%	80% / 83%	80%	80%
Percent of zoning applications received for submission compliance reviewed within 5 working days	83%	88%	85% / 95%	85%	85%
Percent of CRD applications reviewed within 3 days	100%	100%	100% / 100%	100%	100%
Percent of Zoning Ordinance Amendments processed within established time frame	60%	52%	60% / 45%	50%	60%

(1) All rezonings, including those where a longer time frame is agreed upon or where holidays/recesses occur.

(2) All special exceptions, including those where a longer time frame is agreed upon or where holidays/recesses occur.

(3) "Processed" means either Board authorization for advertisement or Board consideration and disposition within the adopted Zoning Ordinance Work Program timeframe (April to April).

(4) In processing Zoning Compliance Letters, the FY 2003 actuals for Outcome were based on an objective of processing 60 percent of Zoning Compliance Letters within 10 working days.

(5) It is recognized that, by their nature, a certain number of complaint cases cannot be resolved within the targeted time frame of 60 days due to factors beyond the control of DPZ such as zoning applications, appeals or litigations.

## Performance Measurement Results

In FY 2005 the Zoning Evaluation Division (ZED) scheduled 88 percent of rezoning applications for public hearing within 5 months of acceptance, and 81 percent of special exceptions applications within 4 months of acceptance. The Division managed to maintain this service level, only slightly lower than FY 2004, despite a 50 percent turnover in personnel during the fiscal year, which included the loss of several senior staff coordinators responsible for the Division's most complex zoning cases. Longer timeframes were often the result of mutually beneficial agreements between the County staff and applicants. The number of applications went down overall during FY 2005 due to recent Court decisions impacting variances; both rezonings and special permits were down by approximately 3 percent, while special exceptions remained consistent with FY 2005. In FY 2005, the Division reviewed 95 percent of all applications for acceptance within 5 working days, exceeding the Division's objective of 85 percent for the first time. As in FY 2003 and FY 2004, 100 percent of the applications within the Commercial Revitalization Districts (CRDs) were reviewed within 3 working days. Virtually all zoning applications were reviewed within 10 days.

In the Zoning Administration Division, the processing of permits other than sign permits is primarily accomplished as an over-the-counter process. Even though there was a slight increase in the number of permits issued in FY 2005, there was a slight decrease in the number of staff hours required for the review of

## Department of Planning and Zoning

permits. This is attributable to the staff devoting time to testing and training on the new permit application system, Fairfax Inspections Database Online (FIDO), which was scheduled to come online in February 2006. It is anticipated that the number of permits will remain constant over the next two fiscal years, but staff time reviewing permits will increase due to the continuing trend of proffered rezonings and special exception uses which require additional time to review to ensure staff actions are in accordance with such approvals. Additional staff review time will also be required to ensure that permits are in accordance with recently adopted zoning and code amendments dealing with complex issues including cluster subdivisions, and the Affordable Dwelling Unit requirements. Over this past review period, staff has continued to process applications in a timely manner with an extremely high level of accuracy.

The objective to process 90 percent of zoning compliance letters within 30 calendar days was exceeded in FY 2003, but not met in FY 2004, with only 44 percent of the requests processed within 30 calendar days. Although improvement was made in FY 2005, with 52 percent of the requests processed within 30 calendar days, the objective was not obtained. This is attributable to a number of factors. The number of compliance requests grew significantly between FY 2003 and FY 2005 resulting in an almost 100 percent increase over the time period. In addition to the increase in volume, more complex information was often requested, requiring time consuming research and coordination in order to respond. Staff responsible for preparing zoning compliance responses is also responsible for responding to approximately 375 other written requests a year, and for the preparation of approximately 65 staff reports on appeals of zoning determinations, another task with critical deadlines. The volume of this work increased approximately 60 percent over FY 2004 levels where only 40 staff reports on appeals were processed. Additionally, due to an increase in staff turnover, fewer staff hours were available to be dedicated to this program area. It was recognized last year that the processing of zoning compliance requests within the designated timeframe creates a substantial workload demand and the ability to meet this objective may be impacted by various factors. As future volume is expected to increase, a more realistic objective may be necessary and will be evaluated as part of the FY 2008 budget preparation.

Although the number of zoning/noise complaints increased, the zoning enforcement program resolved a slightly higher percentage of complaints within the objective of 60 calendar days in FY 2005 over FY 2004. Specifically, the Zoning Enforcement Branch staff received 3,299 zoning and noise related complaints, and resolved 3,325 complaints. The number of complaints received in FY 2005 represented a 19 percent increase over the prior year actual. Despite this increase, the enforcement staff increased its timeliness in complaint resolution by 11 percent over FY 2004. This is due in part to the implementation of the FIDO System, the geographic based system to assign inspectors and modifications to the complaint process system in cooperation with other enforcement agencies. It is anticipated that even greater efficiency can be achieved with the formulation and implementation of new strategies as part of the overall strategic plan for the Department. However, the expected continued increase in the number of complaints received and their escalating complexity, combined with a potential workload expansion resulting from the possible initiation of a right-of-way sign enforcement program, and the need for greater involvement in complaints about multiple dwelling unit occupancy, likely will constrain the ability to sustain the timeliness of complaint resolution.

In the March/April timeframe of each year, the Board of Supervisors adopts a Zoning Ordinance Work Program which includes a Priority 1 list of Zoning Ordinance amendments to be processed within the next 12 months. The Department's objective is to process 60 percent of these Zoning Ordinance amendments within the established timeframe. The processing rate is based on amendments the Board of Supervisors has either authorized for public hearings, or determined that further action on the amendments is not necessary. In Work Program Year 2004 (FY 2005), 10 out of 22, or 45 percent of the amendments were processed, a reduction of 7 percentage points from the prior year. After authorization of a Zoning Ordinance amendment by the Board, a considerable amount of staff time is spent taking the amendment through the Planning Commission and Board of Supervisors public hearing process. After the adoption of an amendment, a considerable amount of staff time is frequently spent on citizen, industry and staff training, responding to follow up questions and in the production of informational items and publications. Five of the 13 amendments processed/authorized in FY 2004, were "carried over" to FY 2005. Two of the carried over amendments required a considerable amount of staff time and effort in FY 2005. In FY 2005, three amendments were added to the work program after the Board's endorsement of the Work Program in March 2004 which required immediate attention.

# Department of Planning and Zoning

The amount of time required to process amendments has increased in recent years due to the increased complexity of amendments, increased coordination with other agencies and divisions within DPZ, and more meetings with the Planning Commission's Policy and Procedures Committee, Engineer Surveyor's Institute, Fairfax Committee of the Northern Virginia Building Industry Association and the Environmental Quality Advisory Council. Additionally, there was an effort in FY 2005 to enhance citizen input prior to the public hearing process with staff conducting 3 advertised public information sessions on certain amendments and implementing greater use of the County's website on major amendments. Although there are 3 planners and a branch chief that are designated to work on Zoning Ordinance amendments, these staff were frequently requested to work on assignments that were not directly related to items on the 2004 Priority 1 Work Program. Given the declining processing rate in the last two fiscal years, and the number and complexity of items on the Work Program, the FY 2005 estimate of a 60 percent processing rate may have been unrealistic with current staffing levels and the appropriateness of the objective will be evaluated as part of the FY 2008 budget preparation.

## Planning

Funding Summary					
Category	FY 2005 Actual	FY 2006 Adopted Budget Plan	FY 2006 Revised Budget Plan	FY 2007 Advertised Budget Plan	FY 2007 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	32/ 32	32/ 32	32/ 32	32/ 32	32/ 32
<b>Total Expenditures</b>	<b>\$2,052,705</b>	<b>\$2,241,053</b>	<b>\$2,488,053</b>	<b>\$2,335,743</b>	<b>\$2,335,743</b>

Position Summary	
1 Planning Division Chief	1 Administrative Assistant II
4 Planners IV	1 Administrative Assistant I
10 Planners III	1 Supervising Drafter
11 Planners II	1 Planning Technician I
1 Planner I	1 Geog. Info. Spatial Analyst I
<b>TOTAL POSITIONS</b>	
<b>32 Positions / 32.0 Staff Years</b>	

## Key Performance Measures

### Goal

To maintain the County's major planning processes in support of the Board of Supervisors, Planning Commission and community in order to develop and implement policies and plans for the community's land use and capital facilities that conserve, revitalize and protect economic, social and environmental resources and produce a well-planned community and a high quality of living.

### Objectives

- ◆ To complete 100 percent of Special Land Use Studies within 18 months of Board authorization.
- ◆ To process 90 percent of proposed Comprehensive Plan Amendments within the following timeframes: Out-of-Turn Amendments within 8 months and APR nominations within the designated review cycle (typically 12 to 16 months).
- ◆ To review 90 percent of all 2232 Review applications within 90 days (application receipt to staff report release to Planning Commission), and 100 percent of all applications within 150 days except when the applicant and Fairfax County have agreed to a longer time frame.

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Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2003 Actual	FY 2004 Actual	FY 2005 Estimate/Actual	FY 2006	FY 2007
<b>Output:</b>					
Special Land Use Studies completed	5	0	5 / 4	3	6
Comprehensive Plan Amendments completed (total)	16	6	80 / 96	75	21
Out-of-Turn Amendments completed	16	5	20 / 22	15	15
Annual Plan Review amendments completed	0	1	57 / 74	60	6
2232 Review Cases processed	70	94	75 / 83	85	85
<b>Efficiency:</b>					
Staff hours per Special Land Use Study	110	600	100 / 325	350	350
Staff hours per Comprehensive Plan Amendment	50	150	50 / 115	120	120
Staff hours per 2232 Review Application	61	53	60 / 65	60	60
<b>Outcome:</b>					
Percent of Special Land Use Studies processed within 18 months of Board authorization	NA	0%	100% / 100%	100%	100%
Percent of proposed Out-of-Turn Plan Amendments processed within 8 months	NA	100%	90% / 95%	90%	90%
Percent of APR nominations processed within the designated review cycle	NA	0%	90% / 100%	90%	90%
Percent of 2232 Review cases reviewed within 90 days	78%	95%	75% / 94%	90%	90%
Percent of 2232 Review cases reviewed within 150 days	90%	100%	100% / 97%	100%	100%

### Performance Measurement Results

Between FY 2004 and FY 2005 the number of 2232 Review cases processed by the Planning Division decreased from 94 to 83 or 11.7 percent due to a decrease in the number of cases submitted by the wireless telecommunications industry. During FY 2005, 94 percent of all 2232 Review (public hearing and feature shown cases) were reviewed within 90 days, as compared to 95 percent in FY 2004. This consistency in review time is due in large part to the Plan and Zoning provisions related to wireless telecommunication proposals adopted by the Board of Supervisors in September 2003 and enhancements made to the 2232 Review application process to elicit better information and details on proposed public facilities and utilities. As a result, applicants have more definitive guidance on the County's requirements and expectations as well as a more standardized process under which applications are reviewed. In addition, in FY 2005 97 percent of all 2232 Review applications were reviewed within 150 days of receipt. It is estimated that in both FY 2006 and FY 2007, 100 percent of all 2232 Review cases will continue to be reviewed within 150 days. It is estimated that the percent of cases reviewed with 90 days will be 90 percent reflecting the time occasionally required to resolve issues associated with site, zoning and visual mitigation requirements before a case can receive final disposition.

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The number of special land use studies completed increased from zero to four between FY 2004 and FY 2005 with Dulles Rail, Chesapeake Bay Compliance and the Fairlee Initial and Final studies all being completed. The Planning Division continues work on and anticipates completing nine major land use studies in FY 2006 and FY 2007 including: Annandale CRD Expansion, Engineering Proving Grounds, Hunter Mill Road, Mason Neck Historic Overlay, Tysons Corner Urban Center, Centreville Historic Overlay District, Laurel Hill Historic Overlay District, and the Laurel Hill Implementation Activities. These studies require considerable staff time due to the complexities of the studies and extensive interagency coordination, community involvement and participation. It is estimated that 100 percent of all studies will be processed within 18 months of Board authorization.

With regard to amendments to the County's Comprehensive Plan, the Planning Division continues to process both amendments that have been initiated by the Board as Out-of-Turn Plan Amendments and those that have been submitted for review by the public as part of the Area Plan Review (APR) Process. During FY 2005, the County completed the North County Area Plan Review cycle processing 74 nominations. It is anticipated that the Division will complete 60 Annual Plan Review Amendments in FY 2006 as part of the South County Area Plan Review cycle with an additional 6 amendments processed in FY 2007.

In addition to the APR process, the Division completed 22 Out-of-Turn and Other Plan Amendments initiated by the Board of Supervisors in FY 2005. Over the past two years, the Board has initiated numerous such amendments that will be completed during the next two fiscal years. Additional Out-of-Turn Amendments will also be initiated in FY 2006. It is estimated that 15 such amendments will be completed in both FY 2006 and FY 2007. For FY 2005, 95 percent of Out-of-Turn Amendments were processed within eight months. It is projected that in FY 2006 and FY 2007, this number will decline slightly to 90 percent due to the increasing complexity of cases and the community involvement process.